



**September 25, 2013 Board of Health Meeting
County Courthouse, Room G-302**

The Board of Health convened in open session at 5:15 p.m.
The meeting was called to order by John Paddock

**Board Members Present
Quorum is reached**

John Paddock
Merrey Price
Gerald Wilkie
Donald Bodeau
William Bethke
Kathy Mitchell (6.55 pm)

**Board Members
Absent:**

Michael Murray
Elizabeth Spencer

Staff Members Present:

Elizabeth Giese
Kitty Rahl
Jeff Cipriano
Shane Sanderson
Gina Holt-recorder

Additional Staff Members:

Beth Draeger
Dani Draxler
Chelsalyn Smith

Guests:

Nursing Student
Alicia Arnold, MD

Order of Agenda Request to pull items from Consent Agenda-No requests to pull items from Consent Agenda

Public Comment: No public comments

Consent Agenda

- a. Approval of minutes from August 28, 2013 meeting
- b. Director/Health Officer Report
- c. Correspondence/Media

Motion to Approve Consent Agenda: Merrey Price

2nd Motion: Donald Bodeau

Motion Carried: Yes (Unanimous Vote)

Business Item

- a. Adopt Family Planning Clinic supply/procedure fees effective October 1, 2013
 - Board members expressed that the fees appear to be low-Kitty Rahl explains that all costs are being captured with the proposed reimbursement rates
 - With the addition of offering colposcopy services, the clinic will be providing services on a more regional level

Motion to approve Family Planning Clinic supply/procedure fees as presented by Health Department Staff: Donald Bodeau

2nd Motion: Merrey Price

Motion Carried: Yes (Unanimous Vote)

- b. Septic fees -Approve the recommended health inspection fees for sewage systems for sewage systems

- Fees are comparable to other counties

Motion to approve health inspection fees for sewage systems as presented by Health Department Staff: William Bethke

2nd Motion: Donald Bodeau

Motion Carried: Yes (Unanimous Vote)

- c. Approve acceptance of \$1,065.93 from Country Jam to support the Alliance for Substance Abuse Prevention

- William Bethke praised the Health Department for its work with County Jam

Motion to approve acceptance of Approve acceptance of \$1,065.93 from Country Jam to support the Alliance for Substance Abuse Prevention: Gerald Wilkie

2nd Motion: Donald Bodeau

Motion Carried: Yes (Unanimous Vote)

- d. Adopt BOH Position Statement – Marketplace Access to Health Insurance

- Gerald Wilkie discussed the importance of health care coverage and the ability to have access to health services.
- Gerald Wilkie stated that Elizabeth Spencer has been attending several forums and could be an excellent spokesperson for the Board of Health.
- The position statement can be used as talking points for board members

Motion to approve and Adopt BOH Position Statement – Marketplace Access to Health Insurance: Gerald Wilkie

2nd Motion: Merey Price

Motion Carried: Yes (Unanimous Vote)

- e. Approve revisions to ECCCHD Organizational Structure

- Elizabeth Giese framed the discussion for eliminating two positions in Administrative Services and adding two new positions
- The two new positions would be at a P45 pay range
- As positions throughout the department become vacant they will not automatically be filled as organization wide changes may be needed
- The proposed revisions do not effect add backs requested for County 2014 budget- (Board members received copies of the add backs requested in the August 28, 2013 meeting packet)
- Elizabeth Giese expressed that it is her intent throughout 2014 to balance the budget, but this revision to organized structure will have short term budget implications
- Currently office associates are funded primarily with tax levy dollars- looking into future, some office associate time may be grant based

Motion to approve revisions to ECCCHD Organizational Structure as presented by Elizabeth Giese: Merey Price

2nd Motion: Donald Bodeau

Motion Carried: Yes (Unanimous Vote)

f. Adopt Eau Claire City-County Board of Health 2014 Goals

- Reviewed goals as drafted by John Paddock and Merey Price
- Next step would be to think of action items for the 2014 Board of Health meetings

Motion to adopt Eau Claire City-County Board of Health 2014 Goals: Donald Bodeau

2nd Motion: William Bethke

Motion Carried: Yes (Unanimous Vote)

g. Approve training, implementation and annual fees for replacement of outdated nursing documentation software

- There is no option in staying with the current system -The options are to upgrade the current software, or move to a web-based program
- The web based program has a Public Health focus
- Several neighboring counties are currently using the web-based program.
- Health Department staff visited Polk County, who is currently using the web-based program, to talk about their satisfaction with the product and to see what concerns they have with it. They expressed that they are satisfied with the product
- The County IT staff has been involved in the research and approves of the web based program
- The purchase price was built into the 2013 equipment budget in the amount of \$60,000
- The web based program has an annual fee in the amount of \$23,490

Motion to approve web-based data and documentation program purchase at cost of \$32,289 for start-up in 2013 and annual fee of \$23,490 beginning in 2015 as recommended by Health Department staff: Kathy Mitchell

2nd Motion: Merey Price

Motion Carried: Yes (Unanimous Vote)

Other information items from staff for the Board

a. 2014 Budget update

- Elizabeth Giese gave a verbal update on the 2014 budget process
- Online surveys regarding the City and County budget are available, Elizabeth Giese encourages Board Members to take the surveys
- Radon grant has been extended
- HIV services are expanding
- Elizabeth Giese stated that she is closely looking at revenue and expenses
- The City Council will begin budget discussions in October

b. Strategic Plan Update

- The goal is to have a concrete plan to update the strategic plan in early 2014
- Board members express that it is great to see how much progress has been made

c. Monthly Financial Report – Balance Sheet, Year to Date Report

- Elizabeth Giese stated that she is committed to claiming grant money
- Jeff Cipriano is dedicated to formatting the monthly financial report so that it can be more user friendly

d. Eau Claire Health Communities Data Portal (Network of Care)

- The website is up and running - www.echealthycommunities.org
- Board members are encouraged to visit the website
- A suggestion is made to have a descriptive paragraph on the home page stating the objective of the Network of Care website

e. Service Recognition

- Jill Bauer- (5 years)
- Ted Johnson- (15 years)
- Jacqueline Krumenauer- (25 years)

Board member informational items

a. Board new member orientation and process for appointment

- Board members expressed their approval of the Eau Claire City-County Board of Health Orientation Proposal
- William Bethke submits a letter stating his resignation effective December 1, 2013
- The Board expressed they need to move forward in finding a replacement as soon as possible
- Both the City and County approval processes were discussed

b. John Paddock met with Bruce Barker from CVTC

- Bruce Barker will be coming to the Health Department for a tour in October

c. NACO is conducting a health forum in Madison, Board of Health members to consider attending

Requests from Board members for future agenda items to be given consideration

- Health Chapter update-October meeting

Next scheduled BOH meeting is October 23, 2013

John Paddock adjourned the meeting at 7:03 pm